

Consult with current and past Children's Service Workers for each child currently in the home and who has been in the home in the previous two years to evaluate the ability of the foster/kinship parents to deal with foster/kinship children, the agency, and the biological parents.

Interview all members of the foster/kinship family's household individually, including foster/relative or kinship children.

Compare physical conditions of the home to the requirements noted in the licensing rules.

Ascertain that foster parent has completed the recommended number of in-service foster parent training hours prior to recommendation for relicensure.

Establish continued compliance with licensing rules.

Review of Family Support Division (FSD) screens. The county should begin the review by using the following screens:

- a) SCLR - Department of Social Services (DSS) data base (access with name, sex, and date of birth);
- b) KDCN - Protective Services (PS) Inquiry (accessed by DCN);
- c) IPAR - Income Maintenance (IM) information (accessed by DCN),
- d) FPAR - Food Stamp (FS) information (accessed by DCN),
- e) OVCI - Claims and Restitution (CARS) information (accessed by DCN),
- f) DPAR – Family Support Division (FSD) participation screen (accessed by DCN).

When information is found regarding an applicant, the system inquiry should continue using other pertinent screens to gather as much data as possible to assist in the decision-making process.

A screening of child abuse/neglect shall be completed by county staff using the ANUM, ANME, AND AINC screens. It is important to use the ANUM screen for a complete history. If a CA/N incident is determined to have occurred, a copy of the CA/N investigation should be obtained to aid in the evaluation.

Request a report on each adult household member from the Family Care Safety Registry.

Examine Case.net, the Missouri State Courts Automated Case Management System for any reference to Orders of Protection filed, either for a child or adult. There are limits to the use of Case.net. Case.net is not yet statewide, so will not include all county circuit courts. Also, at this time, public view does not include identifiers such as social security and birth dates; so it is difficult to determine whether the individual you are search is the same as one found on Case.net.

In locations where Case.net is not yet available, check with the circuit court for any pertinent information, including a record of Orders of Protection filed, both for a child or an adult.

For criminal record checks, staff shall submit two sets of fingerprints to the Highway Patrol. (See Attachment A for instructions.)

NOTE: This same process shall be used for TLP advocates, FUTURES participants, MMP mentors, ILP contracted staff and foster or adoptive parents being assessed for the Division through a contracted agency.

Except for the specific felony convictions listed below, a criminal history, child abuse/neglect history, or other review information does not automatically preclude licensure. Staff should determine the relevance of all such findings to child caring responsibilities, and should seek guidance from supervisors. A supervisor must review and evaluate the background information if there is a record of conviction (other than those listed below) and/or child abuse and if the decision is to approve the home study. The supervisor's review and decision to approve/disapprove must be documented.

FELONY CONVICTIONS

Staff may not approve the application of any person in which a record check reveals that a felony conviction for child abuse or neglect, spousal abuse, a crime against children (including child pornography), or a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery was determined by a court of competent jurisdiction.

Staff may also not approve the application of any person who in the past five (5) years has had a court of competent jurisdiction determine a felony conviction for physical assault, battery, or a drug-related offense.

For the purpose of this policy, a "felony conviction by a court of competent jurisdiction" is defined as a criminal court conviction for a felony offense as defined by law in the jurisdiction that the offense took place.

In the unlikely event that it is determined that the best interest of a child would be served by placement in this setting, written approval must be obtained through supervisory lines to the Area Office. The Area Office must review the request and, if in agreement,

forward with their recommendation to the Deputy Director for Children's Services for final consideration. Written requests should include a thorough description of the applicant's situation and why it would be in the child's best interest for an exception to be granted. If approved by the Deputy Director, IV-E funding may not be used and the Children's Services Worker will be responsible for notifying the Eligibility Specialist who will ensure that state only funds are used.

Unless a new conviction occurs, this will not affect the status of any currently licensed or certified parents, however, federal funds may not be used for foster care maintenance or adoption assistance payments if any of the aforementioned conditions exist. It is imperative that in those circumstances the Children's Services Worker notifies the Eligibility Specialist who will enter the correct fund code for state only funding.

Applicants who are subsequently licensed/approved and are issued a vendor number are to receive reimbursement for the cost of the criminal check. This should only be necessary if they obtained the screening from another state or did not go through the Division to obtain a criminal check from the Highway Patrol.

These applicants must prepare an invoice to be reimbursed and must provide a front and back copy of their canceled check. The DOF-14 should be approved through normal supervisory channels and forwarded to Management Services.

NOTE: If a screening is being requested on an adult child (over age 18) or other adults, related or unrelated, living in the home, these individuals shall be instructed to contact the Missouri State Highway Patrol directly to request a criminal check.

Evaluate as adequate past performance as foster/kinship parent.

MEMORANDA HISTORY: CD04-05; CD04-79